



BSO Tutorial for Tax Year 2009

View Employer Report Status, Errors, and Notice Information

Contains the following lessons:

- [View Employer Report Status Information](#)
- [View Employer Report Detailed Information](#)
- [View Error Information for Previously Submitted Wage Data](#)
- [View Social Security Number/Name Validation Notices](#)

LESSON 1: VIEW EMPLOYER REPORT STATUS INFORMATION

This option is available only to users who selected the View File/Wage Report Status, Errors, and Error Notices role in their registration profile. Follow the instructions below to view the status of employer reports for your company.



Access to this service may not be requested if you did not provide an Employer Identification Number (EIN) when you registered.

STEP 1: Point your browser to the Business Services Online (BSO) Welcome to Business Services Online page: www.socialsecurity.gov/bsowelcome.htm.

Social Security Online
www.socialsecurity.gov

Home | Questions? | Contact Us

Search

Online Services Availability
Monday-Friday: 5 AM - 1 AM EST
Saturday: 5 AM - 11 PM EST
Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

Information

- [BSO Electronic W-2 Filing Handbook](#)
- [SSNVS Handbook](#)
- [Video - Software Demonstration](#)
- [Tutorial](#)
- [Employer Information](#)
- [Suite of Services](#)
- [Apply For EIN](#)
- [Navigation](#)
- [Online Security Policy](#)
- [The Privacy Act and the Freedom of Information Act](#)
- [Contact Us](#)
- [Electronic Records Express](#)
- [Government to Government Services Online](#)

News

- [Wage News](#)
- [Electronic Records Express News](#)
- [Social Security Number Verification News](#)
- [Consent Based SSN Verification](#)
- [Form SSA-1694 News](#)

Business Services Online
Welcome to Business Services Online

[BSO HELP](#)

Business Services Online (BSO) enables organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate and Access various BSO services and functions.

REGISTRATION - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions.

LOG IN to REQUEST, ACTIVATE AND ACCESS FUNCTIONS - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select "Account Maintenance" to request activation of additional services and functions, deactivate your User ID, and/or change your password or contact information.

[Información para el Empleador en Español](#)

Log in to Business Services Online here

Log In

New user? Register for Business Services Online here

Register

Complete Phone Registration [what is this?](#)

Complete Phone Registration

Reporting Wages to the SSA

Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file.

[More information about Reporting Wages](#)

Social Security Number Verification Service (SSNVS)

For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.

[More information about Verifying Social Security Numbers](#)

Form SSA-1694 Request for Business Entity Taxpayer Information

Business entities that have attorney and/or non-attorney representatives as partners or employees who receive direct payment must provide SSA with taxpayer identification information using the Form SSA-1694. For information on how to register, contact OCO AREP Registration@ssa.gov.

Select Login to complete, update or view the Form SSA-1694.

Select Register to obtain a User ID and password to complete the Form SSA-1694.

[More information about the Attorney Fee Service](#)

Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel.
For TDD/TTY call 1-800-325-0778.

[Privacy Policy](#) | [Website Policies & Other Important Information](#) | [Site Map](#)
Last reviewed or modified Wednesday Nov 21, 2007

[Need Larger Text?](#)

STEP 2: Select the **Log In** button on the BSO Welcome to Business Services Online page. The system displays the Log In to Online Services page.

Social Security Administration

Page 2

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation

Log In to Online Services

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

New User?
You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

To create new account you will need to:

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

Existing User?
Please login in below:

User ID:

Password:

[Forgot user ID?](#)

[Forgot your password?](#)

User Certification:
I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

☐ I have read & agree to these terms.

www.socialsecurity.gov BSO Welcome | BSO Information | Keyboard Navigation

STEP 3: Enter your User ID and Password.

STEP 4: Select the **I have read & agree to these terms** check box after reading the conditions defined in the **User Certification** text box on the Log In to Online Services page.

Select the **Log In** button to display the BSO Main Menu page.

To return to the BSO Welcome to Business Services Online page, select the **BSO Welcome** link at the top or bottom of the page.

The screenshot shows the Social Security Business Services Online (BSO) Main Menu page. The header includes the Social Security Online logo and the text "Business Services Online". Below the header, there is a navigation bar with links: "www.socialsecurity.gov", "BSO Main Menu", "BSO Information", "Contact Us", and "Keyboard Navigation". The main content area is divided into two columns. The left column contains a user profile for "JOHN PUBLIC" with a "Logout" button, and three sections: "Manage Account" (with links for View/Edit Account Info, Change Password, and Disable Account), "Manage Services" (with links for View/Edit Services, Request New Services, View Pending Services, and Enter Activation Code(s)), and "Manage Employer Information" (with links for Add/Update Employer Information and Remove Employer Information). The right column features a "Main Menu" section with a welcome message for JOHN PUBLIC, a password expiration notice for January 06, 2010, and a highlighted link for "Report Wages To Social Security". Below this link is a description of the service: "Submit, download or process W-2s and W-2cs; View submission status, acknowledge resubmission notices or Request resubmission extensions". A "Web Service" section follows, explaining that wage information can be exchanged with SSA using a client application, and that the EWR Web Service includes operations to submit wage files, resubmit corrected wage files, and view the status of submitted wage files. At the bottom of the page, there is a footer with the text "Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778." and the same navigation bar as the top.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

JOHN PUBLIC
Logout

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Welcome, JOHN PUBLIC
Your password expires on **January 06, 2010**

[Report Wages To Social Security](#)
Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

Web Service
With your Web Service User ID, wage information can be exchanged with SSA using a client application developed by your company. Your Web Service User ID and password will have to be included in the header of each SOAP request sent to the EWR Web Service. The system will keep your Web Service account active as long as it is confirmed that you remain an employee of your company under the EIN specified.

The EWR Web Service includes operations to submit wage files (in an MMREF2 format), resubmit corrected wage files and view the status of the wage files submitted via your Web Service User ID.

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

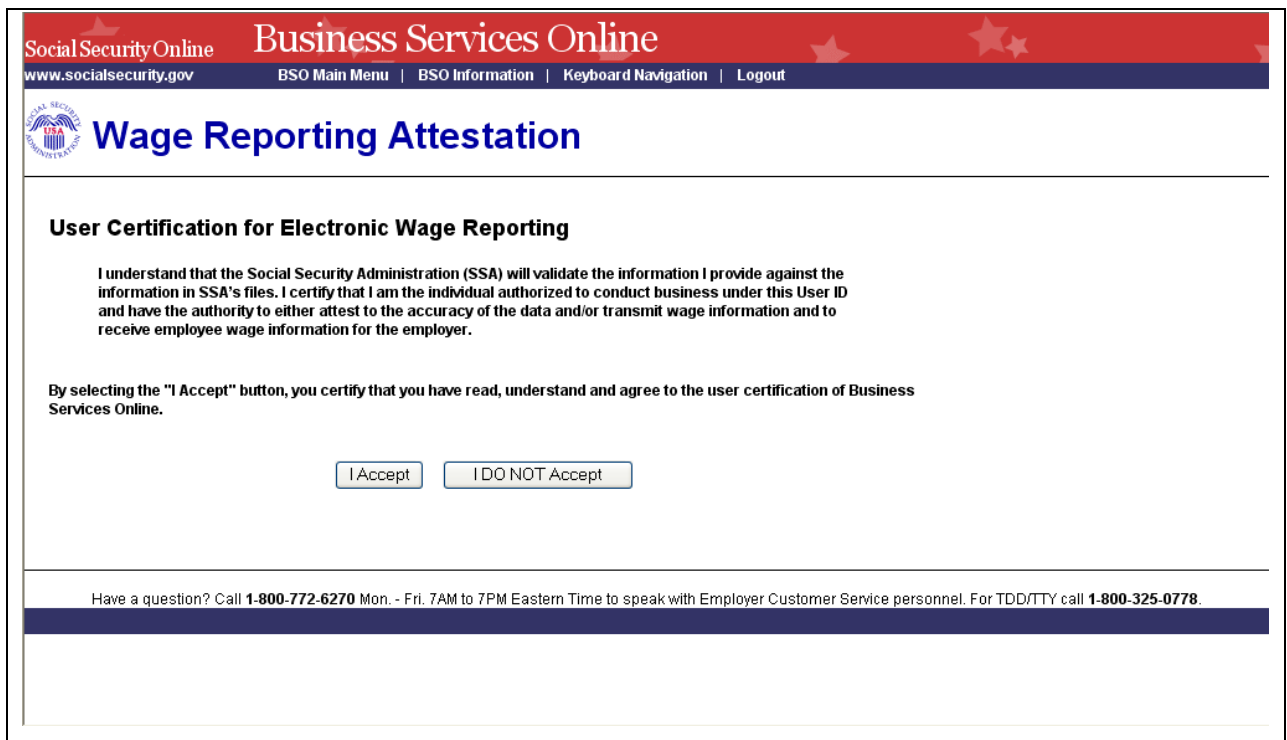
www.socialsecurity.gov
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

STEP 5: Select the **Report Wages To Social Security** link on the BSO Main Menu page.


[Report Wages To Social Security](#)

Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

The system displays the Wage Reporting Attestation page (see screen example below.)



Social Security Online Business Services Online
www.socialsecurity.gov BSO Main Menu | BSO Information | Keyboard Navigation | Logout

 **Wage Reporting Attestation**

User Certification for Electronic Wage Reporting

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 6: Select the **I Accept** button after reading the conditions defined in the User Certification for Electronic Wage Reporting on the Wage Reporting Attestation page.

To return to the BSO Main Menu page, select the **I DO NOT Accept** button.

The system displays the Electronic Wage Reporting (EWR) home menu page (see screen example on page 6.)

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Main Menu | BSO Information | Keyboard Navigation | Logout

 **Electronic Wage Reporting (EWR)**

Reporting Wages to Social Security

Forms W-2/W-3 Online

Forms W-2c/W-3c Online

Upload Formatted Wage File

[Create/Resume Forms W-2/W-3 Online](#)

- Create (fill in the form), save, print and submit up to 20 Forms W-2 per Form W-3. There is no limit on the number of Forms W-3 with up to 20 Forms W-2 an employer can enter, even if the multiple Forms W-3 are for the same Employer Identification Number (EIN).
- At any point in time, up to 50 Forms W-3, each containing up to 20 Forms W-2, can be saved and resumed/submitted at a later date.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

[Save Submitted Report\(s\) to Your Computer](#)

A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

Submission Status

[View Submission Status](#)

Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

Employer Report Status

[View Wage Report Status](#)

Check report status or view errors for reports submitted for your company by a third party.

Resubmission Notice

If you received a Resubmission Notice, you may use the following link to acknowledge receiving the Notice and/or to request a one-time 15-day extension of the deadline:

[Acknowledge Notice and/or Request Extension](#)

- You will need information from the Notice to acknowledge the notice or request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

[Alerts and News for EWR](#)
[E-mail a Wage Reporting Expert](#)
[Información en Español](#)

Online Tutorials & Training
[Wage Reporting Handbook](#)
[SSN Verification Handbook](#)
[Online Registration Handbook](#)
[Online Tutorial](#)
[Software Demonstration](#)
[FAQs - General Employer](#)

Other Useful Information

- ▶ [Before You File](#)
- ▶ [Checking SSNs](#)
- ▶ [Uploading Formatted Files](#)
- ▶ [For Other Electronic Filers](#)
- ▶ [General Info about Wage Filing](#)
- ▶ [IRS Information](#)
- ▶ [Publication Resources](#)


[Employer Support Links](#)


Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 7: Select the **View Wage Report Status** link.

The system displays the Employer Report Selection page.

Social Security Online
www.socialsecurity.gov EWR Home | Email a Wage Reporting Expert | Keyboard Navigation | Logout

 **Wage Report Status**

 **Employer Report Selection**

Please read the following information before continuing:

- Employer report information is displayed only for reports submitted after 2002.
- Reports that have not yet been processed cannot be displayed.
- Processed money totals may not reflect the currently posted amounts.
- This information should not be used for reconciliation or tax liability purposes.
- This information should not be used as the basis for a Form W-2c report.

Tax Year
The Tax Year is the year in which the wages were earned.

Please Choose a Tax Year:

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 8: Select the Tax Year from the **Please Choose a Tax Year** drop-down menu. The current tax year is the default value in the Tax Year drop-down menu.

STEP 9: Select the **Continue** button. The system displays the Employer Report Information page.

To return to the EWR Home page, select the **Cancel** button.

Social Security Online **Electronic Wage Reporting (EWR)**
[www.socialsecurity.gov](#) | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Wage Report Status

[EWR Handbook](#)

Employer Report Information

Report Information for EIN: 00-0000000, Tax Year: 2008

For the tax year you have selected, there are a total of 2 reports. Select the results displayed in the *Report Status* column for an explanation of status codes. Select *Details* to view detailed information for a particular report.

IMPORTANT: If the submission shows one or more reports in RETURN status, view and correct errors before resubmitting. When you resubmit a file, include any reports that show COMPLETE status also, but make NO changes in the COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause serious tax consequences for employees and the employer. Corrections after a report is COMPLETE can only be made by filing a W-2c report.

TIP: Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

* Note: Detailed information is not available for reports with a status of *IN PROCESS*.

Report Type	Processed W-2 Count	Processed Social Security Wages, Medicare, and Federal Taxable Income	Report Status	Status Date	* Employer Report Details
CORRECTION	4	Correct SS Wages: \$2,556,969,753.27 Medicare: \$3,005,064,199.85 Fed Taxable: \$1,380,708,618.22	COMPLETE	11/25/2008	Details
CORRECTION	0	Correct SS Wages: \$0.00 Medicare: \$0.00 Fed Taxable: \$0.00	DUPLICATE	12/05/2008	

Options

[Return to Employer Report Selection](#)

Return to the Employer Report Selection page.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 10: Select the status link in the **Report Status** column to display the processing status for a specific report. The system displays the Explanation of Processing Status Codes pop-up window.

Explanation of Processing Status Code

You have requested information about the COMPLETE processing status code.

COMPLETE	Social Security was able to complete processing of this report. If you or the people filing on your behalf are required to resubmit your wage file, do NOT change the information in this report.
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Please note that you may have to close this window in order to resume your BSO session.

You can use the File menu to close this window.

STEP 11: Review the status of your submitted report, which is located at the top of the pop-up window.

STEP 12: Select the **Close Browser Window** button to close the pop-up window. The system returns you to the Employer Report Information page.

STEP 13: After closing the pop-up window, select the **Return to Employer Report Selection** button on the Employer Report Information page (see Page 8 for screen example.) The system displays the Employer Report Selection page.

LESSON 2: VIEW EMPLOYER REPORT DETAILED INFORMATION

This option is available only to users who selected the View File/Wage Report Status, Errors, and Error Notices **with** or **without** Name/Social Security Number (SSN) Errors role. Follow the instructions below to view employer report information for previously submitted wage data.



Access to this service may not be requested if you did not provide an Employer Identification Number (EIN) when you registered.

STEP 1: Point your browser to the Business Services Online (BSO) Welcome to Business Services Online page: www.socialsecurity.gov/bsowelcome.htm.

Social Security Online www.socialsecurity.gov		Business Services Online		
		Home Questions? Contact Us	Search <input type="text"/>	GO
Online Services Availability Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST		 Business Services Online Welcome to Business Services Online	BSO HELP	
DON'T USE YOUR BROWSER'S BACK BUTTON Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.		Business Services Online (BSO) enables organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate and Access various BSO services and functions. REGISTRATION - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions. LOG IN TO REQUEST, ACTIVATE AND ACCESS FUNCTIONS - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select "Account Maintenance" to request activation of additional services and functions, deactivate your User ID, and/or change your password or contact information. Información para el Empleador en Español		
Information <ul style="list-style-type: none"> • BSO Electronic W-2 Filing Handbook • SSNVS Handbook • Video - Software Demonstration • Tutorial • Employer Information • Suite of Services • Apply For EIN • Navigation • Online Security Policy • The Privacy Act and the Freedom of Information Act • Contact Us • Electronic Records Express • Government to Government Services Online 		<div style="display: flex; justify-content: space-between;"> <div> <p>Log in to Business Services Online here</p> <p>New user? Register for Business Services Online here</p> <p>Complete Phone Registration what is this?</p> </div> <div> <input type="button" value="Log In"/> <input type="button" value="Register"/> <input type="button" value="Complete Phone Registration"/> </div> </div>		
News <ul style="list-style-type: none"> • Wage News • Electronic Records Express News • Social Security Number Verification News • Consent Based SSN Verification • Form SSA-1694 News 		<div> <p align="center">Explanation of BSO Services</p> <p>Reporting Wages to the SSA</p> <p>Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file.</p> <p align="center">More information about Reporting Wages</p> <hr/> <p>Social Security Number Verification Service (SSNVS)</p> <p>For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.</p> <p align="center">More information about Verifying Social Security Numbers</p> <hr/> <p>Form SSA-1694 Request for Business Entity Taxpayer Information</p> <p>Business entities that have attorney and/or non-attorney representatives as partners or employees who receive direct payment must provide SSA with taxpayer identification information using the Form SSA-1694. For information on how to register, contact OCO.AREP.Registration@ssa.gov.</p> <p>Select LogIn to complete, update or view the Form SSA-1694.</p> <p>Select Register to obtain a User ID and password to complete the Form SSA-1694.</p> <p align="center">More information about the Attorney Fee Service</p> </div>		
		Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.		
Privacy Policy Website Policies & Other Important Information Site Map <small>Last reviewed or modified Wednesday Nov 21, 2007.</small>		Need Larger Text?		

STEP 2: Select the **Log In** button on the BSO Welcome to Business Services Online page. The system displays the Log In to Online Services page.

Social Security Online
www.socialsecurity.gov

Business Services Online

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

JOHN PUBLIC
Logout

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)



Main Menu

Welcome, JOHN PUBLIC
Your password expires on **January 06, 2010**

[Report Wages To Social Security](#)
Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

Web Service
With your Web Service User ID, wage information can be exchanged with SSA using a client application developed by your company. Your Web Service User ID and password will have to be included in the header of each SOAP request sent to the EWR Web Service. The system will keep your Web Service account active as long as it is confirmed that you remain an employee of your company under the EIN specified.

The EWR Web Service includes operations to submit wage files (in an MMREF2 format), resubmit corrected wage files and view the status of the wage files submitted via your Web Service User ID.

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

STEP 5: Select the **Report Wages To Social Security** link on the BSO Main Menu page.

[Report Wages To Social Security](#)

Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

Social Security Administration


Page 13

The system displays the Wage Reporting Attestation page (see screen example below.)

Social Security Online

Business Services Online

www.socialsecurity.gov | BSO Main Menu | BSO Information | Keyboard Navigation | Logout

 **Wage Reporting Attestation**

User Certification for Electronic Wage Reporting

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 6: Select the **I Accept** button after reading the conditions defined in the User Certification for Electronic Wage Reporting on the Wage Reporting Attestation page.

To return to the BSO Main Menu page, select the **I DO NOT Accept** button.

The system displays the EWR Home page (see screen example below.)

The screenshot shows the 'Electronic Wage Reporting (EWR)' page. At the top is a red header with 'Social Security Online' and 'Business Services Online'. Below this is a dark blue navigation bar with links: 'www.socialsecurity.gov', 'BSO Main Menu', 'BSO Information', 'Keyboard Navigation', and 'Logout'. The main content area has a white background with a blue header for 'Electronic Wage Reporting (EWR)'. The page is divided into several sections. On the left, under 'Reporting Wages to Social Security', there are three tabs: 'Forms W-2W-3 Online', 'Forms W-2cW-3c Online', and 'Upload Formatted Wage File'. The 'Forms W-2W-3 Online' tab is active, showing a 'Create/Resume Forms W-2W-3 Online' link and a list of instructions. Below this is a 'Save Submitted Report(s) to Your Computer' section. To the right of the main content, there is a sidebar with links for 'Alerts and News for EWR', 'E-mail a Wage Reporting Expert', 'Informacion en Español', 'Online Tutorials & Training' (with links to various handbooks and FAQs), and 'Other Useful Information' (with links to 'Before You File', 'Checking SSNs', 'Uploading Formatted Files', 'For Other Electronic Filers', 'General Info about Wage Filing', 'IRS Information', and 'Publication Resources'). At the bottom of the main content area, there are three sections: 'Submission Status' with a 'View Submission Status' link, 'Employer Report Status' with a 'View Wage Report Status' link, and 'Resubmission Notice' with an 'Acknowledge Notice and/or Request Extension' link. A footer at the very bottom contains contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

Reporting Wages to Social Security

Forms W-2W-3 Online | Forms W-2cW-3c Online | Upload Formatted Wage File

[Create/Resume Forms W-2W-3 Online](#)

- Create (fill in the form), save, print and submit up to 20 Forms W-2 per Form W-3. There is no limit on the number of Forms W-3 with up to 20 Forms W-2 an employer can enter, even if the multiple Forms W-3 are for the same Employer Identification Number (EIN).
- At any point in time, up to 50 Forms W-3, each containing up to 20 Forms W-2, can be saved and resumed/submitted at a later date.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2W-3 Online.

[Save Submitted Report\(s\) to Your Computer](#)
A printable final PDF version of a wage report created and submitted using Forms W-2W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

Submission Status
[View Submission Status](#)
Check report status, errors, and notice information for previously submitted wage reports (Forms W-2W-3).

Employer Report Status
[View Wage Report Status](#)
Check report status or view errors for reports submitted for your company by a third party.

Resubmission Notice
If you received a Resubmission Notice, you may use the following link to acknowledge receiving the Notice and/or to request a one-time 15-day extension of the deadline:
[Acknowledge Notice and/or Request Extension](#)

- You will need information from the Notice to acknowledge the notice or request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

Alerts and News for EWR
[E-mail a Wage Reporting Expert](#)
[Informacion en Español](#)

Online Tutorials & Training
[Wage Reporting Handbook](#)
[SSN Verification Handbook](#)
[Online Registration Handbook](#)
[Online Tutorial](#)
[Software Demonstration](#)
[FAQs - General Employer](#)

Other Useful Information
▶ [Before You File](#)
▶ [Checking SSNs](#)
▶ [Uploading Formatted Files](#)
▶ [For Other Electronic Filers](#)
▶ [General Info about Wage Filing](#)
▶ [IRS Information](#)
▶ [Publication Resources](#)


[Employer Support Links](#)


Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 7: Select the **View Wage Report Status** link.

The system displays the Employer Report Selection page.

Social Security Online
www.socialsecurity.gov EWR Home | Email a Wage Reporting Expert | Keyboard Navigation | Logout

 **Wage Report Status**

 **Employer Report Selection**

Please read the following information before continuing:

- Employer report information is displayed only for reports submitted after 2002.
- Reports that have not yet been processed cannot be displayed.
- Processed money totals may not reflect the currently posted amounts.
- This information should not be used for reconciliation or tax liability purposes.
- This information should not be used as the basis for a Form W-2c report.

Tax Year
The Tax Year is the year in which the wages were earned.

Please Choose a Tax Year:

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 8: Select the Tax Year from the **Please Choose a Tax Year** drop-down menu. The current tax year is the default value in the Tax Year drop-down menu.

STEP 9: Select the **Continue** button. The system displays the Employer Report Information page.

To return to the EWR Home page, select the **Cancel** button.

Social Security Online
Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](#)
[EWR Home](#)
[E-mail a Wage Reporting Expert](#)
[Keyboard Navigation](#)
[Logout](#)

Wage Report Status

[EWR Handbook](#)

Employer Report Information

Report Information for EIN: 00-0000000, Tax Year: 2008

For the tax year you have selected, there are a total of 2 reports. Select the results displayed in the *Report Status* column for an explanation of status codes. Select *Details* to view detailed information for a particular report.

IMPORTANT: If the submission shows one or more reports in RETURN status, view and correct errors before resubmitting. When you resubmit a file, include any reports that show COMPLETE status also, but make NO changes in the COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause serious tax consequences for employees and the employer. Corrections after a report is COMPLETE can only be made by filing a W-2c report.

TIP: Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

* Note: Detailed information is not available for reports with a status of *IN PROCESS*.

Report Type	Processed W-2 Count	Processed Social Security Wages, Medicare, and Federal Taxable Income	Report Status	Status Date	* Employer Report Details
CORRECTION	4	<div style="text-align: center; font-size: small;">Correct</div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>SS Wages:</div> <div>\$2,556,969,753.27</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>Medicare:</div> <div>\$3,005,064,199.85</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>Fed Taxable:</div> <div>\$1,380,708,618.22</div> </div>	COMPLETE	11/25/2008	Details
CORRECTION	0	<div style="text-align: center; font-size: small;">Correct</div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>SS Wages:</div> <div>\$0.00</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>Medicare:</div> <div>\$0.00</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>Fed Taxable:</div> <div>\$0.00</div> </div>	DUPLICATE	12/05/2008	

Options

Return to Employer Report Selection

Return to the Employer Report Selection page.


Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 10: Select the **Details** link in the Employer Report Details column of the specific report you wish to view. The system displays the Employer Report Detailed Information page.

Social Security Online

Electronic Wage Reporting (EWR)

<http://www.ssa.gov/> | [EWR Home](#) | [Email a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)



Wage Report Status

[EWR Handbook](#)

Employer Report Detailed Information

Report Information for EIN: 00-0000000, Tax Year: 2009

Select the results displayed in the *Report Status* column for an explanation of status codes.

IMPORTANT: Reports that have been processed to COMPLETE should not be changed if the file is resubmitted.

TIP: Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

Report Type:	REGULAR	Report Status:	COMPLETE
Status Date:	07/28/2009	Employment Type:	Regular
Earnings Control Number:	20092124A00031	Tax Jurisdiction:	Domestic Form W-2
Reported W-2 Count:	0000020	Establishment Number:	5464
Processed W-2 Count:	20		

	Reported	Processed	Amended
SS Wages	\$0.00	\$0.00	NOT APPLICABLE
SS Tips	\$0.00	\$0.00	NOT APPLICABLE
Medicare Wages and Tips	\$0.00	\$0.00	NOT APPLICABLE
Federal Taxable Income	\$2,945,831.88	\$2,945,831.88	NOT APPLICABLE

[View Errors / View Name/SSN Validation Notice](#)

Options

[Return to Employer Report Information](#)

Return to the Employer Report Information page.

[Return to Employer Report Selection](#)

Return to the Employer Report Selection page.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

LESSON 3: VIEW ERROR INFORMATION FOR PREVIOUSLY SUBMITTED WAGE DATA

This option is available only to users who selected the View File/Wage Report Status, Errors, and Error Notices **with** or **without** Name/SSN Errors role. Follow the instructions below to view error information for previously submitted wage data.



Access to this service may not be requested if you did not provide an Employer Identification Number (EIN) when you registered.

STEP 1: Point your browser to the Business Services Online (BSO) Welcome to Business Services Online page: www.socialsecurity.gov/bsowelcome.htm.

Social Security Online www.socialsecurity.gov		Business Services Online		
		Home Questions? Contact Us	Search <input type="text"/>	GO
Online Services Availability Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST		 Business Services Online Welcome to Business Services Online	BSO HELP	
DON'T USE YOUR BROWSER'S BACK BUTTON Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.		Business Services Online (BSO) enables organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate and Access various BSO services and functions. REGISTRATION - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions. LOG IN TO REQUEST, ACTIVATE AND ACCESS FUNCTIONS - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select "Account Maintenance" to request activation of additional services and functions, deactivate your User ID, and/or change your password or contact information. Información para el Empleador en Español		
Information <ul style="list-style-type: none"> • BSO Electronic W-2 Filing Handbook • SSNVS Handbook • Video - Software Demonstration • Tutorial • Employer Information • Suite of Services • Apply For EIN • Navigation • Online Security Policy • The Privacy Act and the Freedom of Information Act • Contact Us • Electronic Records Express • Government to Government Services • Online 		<div> Log in to Business Services Online here <input type="button" value="Log In"/> </div> <div> New user? Register for Business Services Online here <input type="button" value="Register"/> </div> <div> Complete Phone Registration what is this? <input type="button" value="Complete Phone Registration"/> </div>		
News <ul style="list-style-type: none"> • Wage News • Electronic Records Express News • Social Security Number Verification News • Consent Based SSN Verification • Form SSA-1694 News 		<div> Explanation of BSO Services Reporting Wages to the SSA <p>Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file.</p> <p align="center">More information about Reporting Wages</p> </div> <div> Social Security Number Verification Service (SSNVS) <p>For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.</p> <p align="center">More information about Verifying Social Security Numbers</p> </div> <div> Form SSA-1694 Request for Business Entity Taxpayer Information <p>Business entities that have attorney and/or non-attorney representatives as partners or employees who receive direct payment must provide SSA with taxpayer identification information using the Form SSA-1694. For information on how to register, contact OCO.AREP.Registration@ssa.gov.</p> <p>Select Login to complete, update or view the Form SSA-1694.</p> <p>Select Register to obtain a User ID and password to complete the Form SSA-1694.</p> <p align="center">More information about the Attorney Fee Service</p> </div>		
		Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.		
	Privacy Policy Website Policies & Other Important Information Site Map <small>Last reviewed or modified Wednesday Nov 21, 2007.</small>			Need Larger Text?

STEP 2: Select the **Log In** button on the BSO Welcome to Business Services Online page. The system displays the Log In to Online Services page.

The screenshot shows the Social Security Business Services Online (BSO) login page. The header includes the Social Security Online logo and the BSO Welcome link. The main content area is titled "Log In to Online Services" and is divided into three sections: "Online Services Availability", "New User?", and "Existing User?".

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

New User?

You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

To create new account you will need to:

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

Need to complete a [phone/form registration?](#)

Existing User?

Please login in below:

User ID:

Password:

[Forgot user ID?](#)

[Forgot your password?](#)

User Certification:

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

☐ I have read & agree to these terms.

STEP 3: Enter your User ID and Password.

STEP 4: Select the **I have read & agree to these terms** check box after reading the conditions defined in the **User Certification** text box on the Log In to Online Services page.

Select the **Log In** button to display the BSO Main Menu page.

To return to the BSO Welcome to Business Services Online page, select the **BSO Welcome** link at the top or bottom of the page.

Social Security Online
www.socialsecurity.gov



JOHN PUBLIC
[Logout](#)

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Business Services Online

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Main Menu

Welcome, JOHN PUBLIC
Your password expires on **January 06, 2010**

[Report Wages To Social Security](#)
Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

Web Service
With your Web Service User ID, wage information can be exchanged with SSA using a client application developed by your company. Your Web Service User ID and password will have to be included in the header of each SOAP request sent to the EWR Web Service. The system will keep your Web Service account active as long as it is confirmed that you remain an employee of your company under the EIN specified.

The EWR Web Service includes operations to submit wage files (in an MMREF2 format), resubmit corrected wage files and view the status of the wage files submitted via your Web Service User ID.

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

STEP 5: Select the **Report Wages To Social Security** link on the BSO Main Menu page.

Report Wages To Social Security


Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

The system displays the Wage Reporting Attestation page (see screen example below.)

Social Security Online

Business Services Online

www.socialsecurity.gov | BSO Main Menu | BSO Information | Keyboard Navigation | Logout

 **Wage Reporting Attestation**

User Certification for Electronic Wage Reporting

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 6: Select the **I Accept** button after reading the conditions defined in the User Certification for Electronic Wage Reporting on the Wage Reporting Attestation page.

To return to the BSO Main Menu page, select the **I DO NOT Accept** button.

The system displays the EWR Home page (see screen example below.)

The screenshot shows the Social Security Online Business Services Online Electronic Wage Reporting (EWR) Home page. The header includes the Social Security Online logo and the Business Services Online title. Below the header is a navigation bar with links: BSO Main Menu, BSO Information, Keyboard Navigation, and Logout. The main content area is titled "Electronic Wage Reporting (EWR)" and is divided into several sections. On the left, there is a "Reporting Wages to Social Security" section with tabs for "Forms W-2/W-3 Online", "Forms W-2c/W-3c Online", and "Upload Formatted Wage File". Below these tabs is a "Create/Resume Forms W-2/W-3 Online" section with a list of instructions and a "Save Submitted Report(s) to Your Computer" section. To the right of these is a "Submission Status" section with a "View Submission Status" link and an "Employer Report Status" section with a "View Wage Report Status" link. Below these is a "Resubmission Notice" section with a link to "Acknowledge Notice and/or Request Extension" and a list of instructions. On the right side of the page, there is a sidebar with links for "Alerts and News for EWR", "E-mail a Wage Reporting Expert", "Informacion en Español", "Online Tutorials & Training" (with links to Wage Reporting Handbook, SSN Verification Handbook, Online Registration Handbook, Online Tutorial, Software Demonstration, and FAQs - General Employer), "Other Useful Information" (with links to Before You File, Checking SSNs, Uploading Formatted Files, For Other Electronic Filers, General Info about Wage Filing, IRS Information, and Publication Resources), and "Employer Support Links". At the bottom of the page, there is a footer with contact information: "Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778."

Social Security Online Business Services Online
www.socialsecurity.gov | BSO Main Menu | BSO Information | Keyboard Navigation | Logout

Electronic Wage Reporting (EWR)

Reporting Wages to Social Security

Forms W-2/W-3 Online | **Forms W-2c/W-3c Online** | **Upload Formatted Wage File**

[Create/Resume Forms W-2/W-3 Online](#)

- Create (fill in the form), save, print and submit up to 20 Forms W-2 per Form W-3. There is no limit on the number of Forms W-3 with up to 20 Forms W-2 an employer can enter, even if the multiple Forms W-3 are for the same Employer Identification Number (EIN).
- At any point in time, up to 50 Forms W-3, each containing up to 20 Forms W-2, can be saved and resumed/submitted at a later date.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

[Save Submitted Report\(s\) to Your Computer](#)
A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

Submission Status

[View Submission Status](#)
Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

Employer Report Status

[View Wage Report Status](#)
Check report status or view errors for reports submitted for your company by a third party.

Resubmission Notice

If you received a Resubmission Notice, you may use the following link to acknowledge receiving the Notice and/or to request a one-time 15-day extension of the deadline:

[Acknowledge Notice and/or Request Extension](#)

- You will need information from the Notice to acknowledge the notice or request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

[Alerts and News for EWR](#)
[E-mail a Wage Reporting Expert](#)
[Informacion en Español](#)

Online Tutorials & Training

- [Wage Reporting Handbook](#)
- [SSN Verification Handbook](#)
- [Online Registration Handbook](#)
- [Online Tutorial](#)
- [Software Demonstration](#)
- [FAQs - General Employer](#)

Other Useful Information

- [Before You File](#)
- [Checking SSNs](#)
- [Uploading Formatted Files](#)
- [For Other Electronic Filers](#)
- [General Info about Wage Filing](#)
- [IRS Information](#)
- [Publication Resources](#)


[Employer Support Links](#)


Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 7: Select the **View Wage Report Status** link.

The system displays the Employer Report Selection page.

Social Security Online
www.socialsecurity.gov EWR Home | Email a Wage Reporting Expert | Keyboard Navigation | Logout

 **Wage Report Status**

 **Employer Report Selection**

Please read the following information before continuing:

- Employer report information is displayed only for reports submitted after 2002.
- Reports that have not yet been processed cannot be displayed.
- Processed money totals may not reflect the currently posted amounts.
- This information should not be used for reconciliation or tax liability purposes.
- This information should not be used as the basis for a Form W-2c report.

Tax Year
The Tax Year is the year in which the wages were earned.

Please Choose a Tax Year:

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 8: Select the Tax Year from the **Please Choose a Tax Year** drop-down menu. The current tax year is the default value in the Tax Year drop-down menu.

STEP 9: Select the **Continue** button. The system displays the Employer Report Information page.

To return to the EWR Home page, select the **Cancel** button.

Social Security Online
Electronic Wage Reporting (EWR)

www.socialsecurity.gov
EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Wage Report Status

EWR Handbook

Employer Report Information

Report Information for EIN: 00-0000000, Tax Year: 2008

For the tax year you have selected, there are a total of 2 reports. Select the results displayed in the *Report Status* column for an explanation of status codes. Select *Details* to view detailed information for a particular report.

IMPORTANT: If the submission shows one or more reports in RETURN status, view and correct errors before resubmitting. When you resubmit a file, include any reports that show COMPLETE status also, but make NO changes in the COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause serious tax consequences for employees and the employer. Corrections after a report is COMPLETE can only be made by filing a W-2c report.

TIP: Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

* Note: Detailed information is not available for reports with a status of *IN PROCESS*.

Report Type	Processed W-2 Count	Processed Social Security Wages, Medicare, and Federal Taxable Income	Report Status	Status Date	* Employer Report Details
CORRECTION	4	<div style="text-align: center; font-weight: bold;">Correct</div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> <div>SS Wages:</div> <div>\$2,556,969,753.27</div> </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> <div>Medicare:</div> <div>\$3,005,064,199.85</div> </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> <div>Fed Taxable:</div> <div>\$1,380,708,618.22</div> </div>	COMPLETE	11/25/2008	Details
CORRECTION	0	<div style="text-align: center; font-weight: bold;">Correct</div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> <div>SS Wages:</div> <div>\$0.00</div> </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> <div>Medicare:</div> <div>\$0.00</div> </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> <div>Fed Taxable:</div> <div>\$0.00</div> </div>	DUPLICATE	12/05/2008	

Options

Return to Employer Report Selection

Return to the Employer Report Selection page.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 10: Select the **Details** link in the Employer Report Details column of the specific report. The system displays the Employer Report Detailed Information page.

Social Security Online **Electronic Wage Reporting (EWR)**
[www.socialsecurity.gov](#) [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Wage Report Status

EWR Handbook

Employer Report Detailed Information

Report Information for EIN: 00-0000000, Tax Year: 2009

Select the results displayed in the *Report Status* column for an explanation of status codes.

IMPORTANT: Reports that have been processed to COMPLETE should not be changed if the file is resubmitted.

TIP: Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

Report Type:	REGULAR	Report Status:	RETURN
Status Date:	07/28/2009	Employment Type:	Invalid Value Reported
Earnings Control Number:		Tax Jurisdiction:	Domestic Form W-2
Reported W-2 Count:	0000008	Establishment Number:	K985
Processed W-2 Count:	28		

	Reported	Processed	Amended
SS Wages	\$347,033,057.75	\$347,033,057.75	NOT APPLICABLE
SS Tips	\$243,690,351.34	\$243,690,351.34	NOT APPLICABLE
Medicare Wages and Tips	\$1,405,036,664.27	\$1,405,036,664.27	NOT APPLICABLE
Federal Taxable Income	\$762,779,334.86	\$16,011,515,863.86	NOT APPLICABLE

[View Errors](#)

Options

[Return to Employer Report Information](#)

[Return to Employer Report Selection](#)

Return to the Employer Report Information page.

Return to the Employer Report Selection page.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 11: Select the **View Errors** link to display all errors for the report. The system displays the All Errors for Report page.

Social Security Online

Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](#) | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Wage Report Status

[EWR Handbook](#)

All Errors for Report

Error Information for EIN: 00-0000000, Tax Year: 2009

Select the results displayed in the *Report Status* column for an explanation of status codes.
Select *Details* to view detailed information for a particular report.

IMPORTANT: If the submission shows one or more reports in RETURN status, view and correct errors before resubmitting. When you resubmit a file, include any reports that show COMPLETE status also, but make NO changes in the COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause serious tax consequences for employees and the employer. Corrections after a report is COMPLETE can only be made by filing a W-2c report.

TIP: Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

Report Status	Error Description	Importance	Details
COMPLETE	Invalid Names and/or SSNs	INFORMATIONAL	Details

Options

Employer Report Detailed Information

Return to the Employer Report Detailed Information page.


Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.



*If no **View Errors** link is present, SSA found no errors while processing the report.*

STEP 12: Select the **Details** link in the right-hand column of the specific error description. The system displays the Detailed Information for Error page.

Social Security Online
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

 **Wage Report Status**

[EWR Handbook](#)

Detailed Information for Error
Invalid Names and/or SSNs in
Report Number 000000001

Error Information for EIN: 00-0000000, Tax Year: 2009

TIP: Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

Employer Name: Test Employer	Tax Year: 2009
Employer EIN: 00-0000000	Establishment Number: K985
Employer Employment Type: Invalid Value Reported	Reported W-2 Count: 0000008
Tax Jurisdiction: Domestic Form W-2	Processed W-2 Count: 28

Importance: INFORMATIONAL
Error Description: Some Employee Wage Records in the wage report contain Names and/or Social Security Numbers (SSNs) that do not agree with our records. This may be due to a data processing error. Check the structure of the wage report to ensure that Names and SSNs are in the proper positions in the RW Records. Also, please check all names to ensure that: a) the first name and/or the last name fields are not blank; b) the name agrees with the individual's name exactly as it is shown on the individual's Social Security card; c) the first name, middle name and last name are provided in separate fields; d) the individual's title (Mr., Mrs., etc.) is not included in any of the name fields. Please check all SSNs to ensure that: a) the SSN agrees with the individual's SSN exactly as it is shown on the individual's Social Security card; b) the SSN is nine (9) numeric characters and does not contain letters, blanks, spaces, hyphens, prefixes or suffixes; c) the SSN does not contain "111111111", "333333333" or "123456789"; d) the SSN does not begin with "8" or "9"; and e) the SSN is not in reverse order.

Reported All Zeros	Non-Zero Missing or Incomplete SSNs	Failed to Match	Total Failed SSNs
21	0	0	21

Note: The Name columns will be blank for reports submitted using the Technical Information Bulletin (TIB) format standard. The Social Security Administration no longer accepts TIB submissions.

TIP: Use the W-2 Sequence number to locate the Forms W-2 within your report.

W-2 Sequence Number	SSN	First Name	Middle Name	Last Name
1	000000000	TEST	W	EMPLOYEE
2	000000000	TEST	W	EMPLOYEE
3	000000000	TEST	W	EMPLOYEE
4	000000000	TEST	W	EMPLOYEE
5	000000000	TEST	W	EMPLOYEE
6	000000000	TEST	W	EMPLOYEE
7	000000000	TEST	W	EMPLOYEE
8	000000000	TEST	W	EMPLOYEE
9	000000000	TEST	W	EMPLOYEE
10	000000000	TEST	W	EMPLOYEE
11	000000000	TEST	W	EMPLOYEE
12	000000000	TEST	W	EMPLOYEE
13	000000000	TEST	W	EMPLOYEE
14	000000000	TEST	W	EMPLOYEE
15	000000000	TEST	W	EMPLOYEE
16	000000000	TEST	W	EMPLOYEE
17	000000000	TEST	W	EMPLOYEE
18	000000000	TEST	W	EMPLOYEE
19	000000000	TEST	W	EMPLOYEE
20	000000000	TEST	W	EMPLOYEE
21	000000000	TEST	W	EMPLOYEE

Options

All Errors for Report

View All Errors for this Report.

Employer Report Detailed Information

Return to the Employer Report Detailed Information page.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 13: Select the **All Errors for Report** button after reviewing the error information to return to the All Errors for Report page.

LESSON 4: VIEW SOCIAL SECURITY NUMBER/NAME VALIDATION NOTICES

This option is available only to users who selected the View File/Wage Report Status, Errors, and Error Notices **with** Name/SSN Errors role. Follow the instructions below to view Name-SSN notices.



Access to this service may not be requested if you did not provide an Employer Identification Number (EIN) when you registered.

STEP 1: Point your browser to the Business Services Online (BSO) Welcome to Business Services Online page: www.socialsecurity.gov/bsowelcome.htm.

Social Security Online
www.socialsecurity.gov

Home | Questions? | Contact Us

Search

Online Services Availability
Monday-Friday: 5 AM - 1 AM EST
Saturday: 5 AM - 11 PM EST
Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON

Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

Information

- [BSO Electronic W-2 Filing Handbook](#)
- [SSNVS Handbook](#)
- [Video - Software Demonstration](#)
- [Tutorial](#)
- [Employer Information](#)
- [Suite of Services](#)
- [Apply For EIN](#)
- [Navigation](#)
- [Online Security Policy](#)
- [The Privacy Act and the Freedom of Information Act](#)
- [Contact Us](#)
- [Electronic Records Express](#)
- [Government to Government Services Online](#)

News

- [Wage News](#)
- [Electronic Records Express News](#)
- [Social Security Number Verification News](#)
- [Consent Based SSN Verification](#)
- [Form SSA-1694 News](#)

Business Services Online
Welcome to Business Services Online

[BSO HELP](#)

Business Services Online (BSO) enables organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate and Access various BSO services and functions.

REGISTRATION - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions.

LOG IN to REQUEST, ACTIVATE AND ACCESS FUNCTIONS - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select "Account Maintenance" to request activation of additional services and functions, deactivate your User ID, and/or change your password or contact information.

[Información para el Empleador en Español](#)

Log in to Business Services Online here

New user? Register for Business Services Online here

Complete Phone Registration [what is this?](#)

Reporting Wages to the SSA

Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file.

[More information about Reporting Wages](#)

Social Security Number Verification Service (SSNVS)

For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.

[More information about Verifying Social Security Numbers](#)

Form SSA-1694 Request for Business Entity Taxpayer Information

Business entities that have attorney and/or non-attorney representatives as partners or employees who receive direct payment must provide SSA with taxpayer identification information using the Form SSA-1694. For information on how to register, contact OCO AREP Registration@ssa.gov.

Select Login to complete, update or view the Form SSA-1694.

Select Register to obtain a User ID and password to complete the Form SSA-1694.

[More information about the Attorney Fee Service](#)

Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel.
For TDD/TTY call 1-800-325-0778.

Privacy Policy | Website Policies & Other Important Information | Site Map
Last reviewed or modified Wednesday Nov 21, 2007

[Need Larger Text?](#)

STEP 2: Select the **Log In** button on the BSO Welcome to Business Services Online page. The system displays the Log In to Online Services page.

Social Security Administration

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Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation

Log In to Online Services

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

New User?
You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

To create new account you will need to:

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

Need to complete a [phone/form registration?](#)

Existing User?
Please login in below:

User ID:

Password:

[Forgot user ID?](#)

[Forgot your password?](#)

User Certification:
I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

☐ I have read & agree to these terms.

Log In

www.socialsecurity.gov BSO Welcome | BSO Information | Keyboard Navigation

STEP 3: Enter your User ID and Password.

STEP 4: Select the **I have read & agree to these terms** check box after reading the conditions defined in the **User Certification** text box on the Log In to Online Services page.

Select the **Log In** button to display the BSO Main Menu page.

To return to the BSO Welcome to Business Services Online page, select the **BSO Welcome** link at the top or bottom of the page.

Social Security Online
www.socialsecurity.gov



JOHN PUBLIC
[Logout](#)

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Business Services Online
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Main Menu
Welcome, JOHN PUBLIC
Your password expires on **January 06, 2010**

[Report Wages To Social Security](#)
Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

Web Service
With your Web Service User ID, wage information can be exchanged with SSA using a client application developed by your company. Your Web Service User ID and password will have to be included in the header of each SOAP request sent to the EWR Web Service. The system will keep your Web Service account active as long as it is confirmed that you remain an employee of your company under the EIN specified.

The EWR Web Service includes operations to submit wage files (in an MMREF2 format), resubmit corrected wage files and view the status of the wage files submitted via your Web Service User ID.

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

STEP 5: Select the **Report Wages To Social Security** link on the BSO Main Menu page.

[Report Wages To Social Security](#)


Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

The system displays the Wage Reporting Attestation page (see screen example below.)

Social Security Online

Business Services Online

[www.socialsecurity.gov](#) | [BSO Main Menu](#) | [BSO Information](#) | [Keyboard Navigation](#) | [Logout](#)

 **Wage Reporting Attestation**

User Certification for Electronic Wage Reporting

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 6: Select the **I Accept** button after reading the conditions defined in the User Certification for Electronic Wage Reporting on the Wage Reporting Attestation page.

To return to the BSO Main Menu page, select the **I DO NOT Accept** button.

The system displays the EWR Home page (see screen example below.)

Social Security Online Business Services Online
www.socialsecurity.gov | BSO Main Menu | BSO Information | Keyboard Navigation | Logout

Electronic Wage Reporting (EWR)

Reporting Wages to Social Security

Forms W-2/W-3 Online | **Forms W-2c/W-3c Online** | **Upload Formatted Wage File**

[Create/Resume Forms W-2/W-3 Online](#)

- Create (fill in the form), save, print and submit up to 20 Forms W-2 per Form W-3. There is no limit on the number of Forms W-3 with up to 20 Forms W-2 an employer can enter, even if the multiple Forms W-3 are for the same Employer Identification Number (EIN).
- At any point in time, up to 50 Forms W-3, each containing up to 20 Forms W-2, can be saved and resumed/submitted at a later date.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

[Save Submitted Report\(s\) to Your Computer](#)
A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

Submission Status

[View Submission Status](#)
Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

Employer Report Status

[View Wage Report Status](#)
Check report status or view errors for reports submitted for your company by a third party.

Resubmission Notice

If you received a Resubmission Notice, you may use the following link to acknowledge receiving the Notice and/or to request a one-time 15-day extension of the deadline:

[Acknowledge Notice and/or Request Extension](#)

- You will need information from the Notice to acknowledge the notice or request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

Alerts and News for EWR
[E-mail a Wage Reporting Expert](#)
[Informacion en Español](#)

Online Tutorials & Training
[Wage Reporting Handbook](#)
[SSN Verification Handbook](#)
[Online Registration Handbook](#)
[Online Tutorial](#)
[Software Demonstration](#)
[FAQs - General Employer](#)

Other Useful Information
▶ [Before You File](#)
▶ [Checking SSNs](#)
▶ [Uploading Formatted Files](#)
▶ [For Other Electronic Filers](#)
▶ [General Info about Wage Filing](#)
▶ [IRS Information](#)
▶ [Publication Resources](#)


[Employer Support Links](#)


Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 7: Select the **View Wage Report Status** link.

The system displays the Employer Report Selection page.

Social Security Online
www.socialsecurity.gov EWR Home | Email a Wage Reporting Expert | Keyboard Navigation | Logout

 **Wage Report Status**

 **Employer Report Selection**

Please read the following information before continuing:

- Employer report information is displayed only for reports submitted after 2002.
- Reports that have not yet been processed cannot be displayed.
- Processed money totals may not reflect the currently posted amounts.
- This information should not be used for reconciliation or tax liability purposes.
- This information should not be used as the basis for a Form W-2c report.

Tax Year
The Tax Year is the year in which the wages were earned.

Please Choose a Tax Year:

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 8: Select the Tax Year from the **Please Choose a Tax Year** drop-down menu. The current tax year is the default value in the Tax Year drop-down menu.

STEP 9: Select the **Continue** button. The system displays the Employer Report Information page.

To return to the EWR Home page, select the **Cancel** button.

Social Security Online
www.socialsecurity.gov

Electronic Wage Reporting (EWR)

[EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Wage Report Status

[EWB Handbook](#)

Employer Report Information

Report Information for EIN: 00-0000000, Tax Year: 2009

For the tax year you have selected, there are a total of 2 reports. Select the results displayed in the *Report Status* column for an explanation of status codes. Select *Details* to view detailed information for a particular report.

IMPORTANT: If the submission shows one or more reports in RETURN status, view and correct errors before resubmitting. When you resubmit a file, include any reports that show COMPLETE status also, but make NO changes in the COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause serious tax consequences for employees and the employer. Corrections after a report is COMPLETE can only be made by filing a W-2c report.

TIP: Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

* Note: Detailed information is not available for reports with a status of IN PROCESS.

Report Type	Processed W-2 Count	Processed Social Security Wages, Medicare, and Federal Taxable Income	Report Status	Status Date	* Employer Report Details
CORRECTION	4	<div style="text-align: center;">Correct</div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>SS Wages:</div> <div>\$2,556,969,753.27</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>Medicare:</div> <div>\$3,005,064,199.85</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>Fed Taxable:</div> <div>\$1,380,708,618.22</div> </div>	COMPLETE	07/25/2009	Details
CORRECTION	0	<div style="text-align: center;">Correct</div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>SS Wages:</div> <div>\$0.00</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>Medicare:</div> <div>\$0.00</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>Fed Taxable:</div> <div>\$0.00</div> </div>	DUPLICATE	08/05/2009	

Options

Return to Employer Report Selection

Return to the Employer Report Selection page.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 10: Select the **Details** link in the Employer Report Details column of the specific report. The system displays the Employer Report Detailed Information page.

Electronic Wage Reporting (EWR)

Social Security Online
<http://www.ssa.gov/> | [EWR Home](#) | [Email a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Wage Report Status

EWR Handbook

Employer Report Detailed Information

Report Information for EIN: 00-0000000, Tax Year: 2008

Select the results displayed in the *Report Status* column for an explanation of status codes.

IMPORTANT: Reports that have been processed to COMPLETE should not be changed if the file is resubmitted.

TIP: Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

Report Type:	REGULAR	Report Status:	COMPLETE
Status Date:	12/16/2008	Employment Type:	Regular
Earnings Control Number:	2009212AA00031	Tax Jurisdiction:	Domestic Form W-2
Reported W-2 Count:	0000020	Establishment Number:	5464
Processed W-2 Count:	20		

	Reported	Processed	Amended
SS Wages	\$0.00	\$0.00	NOT APPLICABLE
SS Tips	\$0.00	\$0.00	NOT APPLICABLE
Medicare Wages and Tips	\$0.00	\$0.00	NOT APPLICABLE
Federal Taxable Income	\$2,945,831.88	\$2,945,831.88	NOT APPLICABLE

[View Errors](#) / [View Name/SSN Validation Notice](#)

Options

Return to Employer Report Information

Return to the Employer Report Information page.

Return to Employer Report Selection

Return to the Employer Report Selection page.

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 11: You can either select the **View Name/SSN Validation Notice** link or the **View Errors** link.

Go to [Step 12](#) to use the **View Name/SSN Validation Notice** link.

Because the Name/SSN Validation Notice displays only a limited number of SSNs, more information may be obtained by viewing the Detailed Information for Error – Invalid Names and/or SSNs page via the **View Errors** link. Go to [Step 14](#) to use the **View Errors** link.

STEP 12: Select the **View Name/SSN Validation Notice** link to display a facsimile of the notice mailed to you. It will contain up to five hundred (500) SSNs that failed to match SSA's records. The system displays the Name/SSN Validation Notice.



You can view a facsimile of the Name/SSN Validation Notice only if you received the notice via mail. A partial sample of a Name/SSN Validation Notice is located below.

Establishment Number: K051 MRN: 31518500005 WFID: 501125-01
Why You Are Getting This Letter
Some employee names and Social Security numbers that you reported on the Wage and Tax Statements (Forms W-2) for tax year 2003 do not agree with our records. We need corrected information from you so that we can credit your employees' earnings to their Social Security records. It's important because these records can determine if someone is entitled to Social Security retirement, disability and survivors benefits, and how much he or she can receive. If the information you report to us is incorrect, your employee may not get benefits he or she is due.
There are several common reasons why the information reported to us doesn't agree with our records, including:

Errors were made in spelling an employee's name or listing the Social Security number.

An employee did not report a name change following a marriage or divorce, and

The name or Social Security number was incomplete or left blank on the W-2 report sent to the Social Security Administration

IMPORTANT:
This letter does not imply that you or your employee intentionally gave the government wrong information about the employee's name or Social Security number. Nor does it make any statement about an employee's immigration status.

See Next Page
Visit our website at www.socialsecurity.gov

Page 2 of 10

You should not use this letter to take any adverse action against an employee just because his or her Social Security number appears on the list, such as laying off, suspending, firing, or discriminating against that individual. Doing so could, in fact, violate state or federal law and subject you to legal consequences. For Spanish-speaking individuals: Esta carta y los documentos adjuntos proveen información sobre las acciones que usted debe tomar para corregir algunos de los nombres y números de Seguro Social que informó en los Comprobantes de Retribuciones e Impuestos (formularios W-2, "Wage and Tax Statements", en inglés) de sus empleados. Si usted necesita una traducción de esta carta, por favor llámenos al número de teléfono gratis, 1-800-772-1213, de 7:00 a.m. a 7:00 p.m. de lunes a viernes. Esta carta no implica que usted ni su empleado intencionalmente proveyeron información incorrecta al gobierno sobre el nombre o número de Seguro Social del empleado. Tampoco hace ninguna declaración sobre el estado de inmigración de su empleado. Usted no debe usar esta carta para tomar una acción adversa contra el

Page 3 of 10

If You Have Any Questions

If you have any questions, please call us toll-free at 1-800-772-6270 between 7:00 a.m. and 7:00 p.m., Monday through Friday. We can answer most questions over the phone. You can also write us at the address shown on the first page of this letter. If you call, please have this letter with you. It will help us answer your questions. Also, general program information is available from our website at www.socialsecurity.gov/employer.

Mattie L. Smith

Mattie L. Smith
Assistant Regional Commissioner
Processing Center Operations

□ Page 4 of 10

SOCIAL SECURITY NUMBERS THAT DO NOT MATCH OUR RECORDS


001-00-9901 002-00-9901 003-00-9901 004-00-9901
005-00-9901 006-00-9901 007-00-9901 008-00-9901
009-00-9901 010-00-9901 011-00-9901 012-00-9901
013-00-9901 014-00-9901 015-00-9901 016-00-9901
017-00-9901 018-00-9901 019-00-9901 020-00-9901
021-00-9901 022-00-9901 023-00-9901 024-00-9901
025-00-9901 026-00-9901 027-00-9901 028-00-9901

STEP 13: At the bottom of the page you will see the **Employer Report Detailed Information** button (not shown here). Select the **Employer Report Detailed Information** button to return to the Employer Report Detailed Information page (see page 39 for a screen example.)

STEP 14: Select the **View Errors** link. The system displays the All Errors for Report page.

Social Security Online
www.socialsecurity.gov

Electronic Wage Reporting (EWR)
EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

 **Wage Report Status**

[EWR Handbook](#)

All Errors for Report

Error Information for EIN: 00-0000000, Tax Year: 2009

Select the results displayed in the *Report Status* column for an explanation of status codes.
Select *Details* to view detailed information for a particular report.

IMPORTANT: If the submission shows one or more reports in RETURN status, view and correct errors before resubmitting. When you resubmit a file, include any reports that show COMPLETE status also, but make NO changes in the COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause serious tax consequences for employees and the employer. Corrections after a report is COMPLETE can only be made by filing a W-2c report.

TIP: Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

Report Status	Error Description	Importance	
COMPLETE	Invalid Names and/or SSNs	INFORMATIONAL	Details

Options

Employer Report Detailed Information


Return to the Employer Report Detailed Information page.


Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 15: Select the **Details** link in the Invalid Names and/or SSNs error row. The system displays the Detailed Information for Error - Invalid Names and/or SSNs page.

To return to the Employer Report Detailed Information page, select the **Employer Report Detailed Information** button.

Social Security Online
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

 **Wage Report Status**

 **EWR Handbook**

Detailed Information for Error
Invalid Names and/or SSNs in
Report Number 000000001

Error Information for EIN: 00-0000000, Tax Year: 2009

TIP: Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

Employer Name: CASH, CASH, CASH, CASH, CASH, CASH, CASH, CASH, CASH+CASH	Tax Year: 2009
Employer EIN: 00-0000000	Establishment Number: K985
Employer Employment Type: Invalid Value Reported	Reported W-2 Count: 0000008
Tax Jurisdiction: Domestic Form W-2	Processed W-2 Count: 28

Importance: **INFORMATIONAL**

Error Description: Some Employee Wage Records in the wage report contain Names and/or Social Security Numbers (SSNs) that do not agree with our records. This may be due to a data processing error. Check the structure of the wage report to ensure that Names and SSNs are in the proper positions in the RW Records. Also, please check all names to ensure that: a) the first name and/or the last name fields are not blank; b) the name agrees with the individual's name exactly as it is shown on the individual's Social Security card; c) the first name, middle name and last name are provided in separate fields; d) the individual's title (Mr., Mrs., etc.) is not included in any of the name fields. Please check all SSNs to ensure that: a) the SSN agrees with the individual's SSN exactly as it is shown on the individual's Social Security card; b) the SSN is nine (9) numeric characters and does not contain letters, blanks, spaces, hyphens, prefixes or suffixes; c) the SSN does not contain "111111111", "333333333" or "123456789"; d) the SSN does not begin with "8" or "9"; and e) the SSN is not in reverse order.

Reported All Zeros	Non-Zero Missing or Incomplete SSNs	Failed to Match	Total Failed SSNs
21	0	0	21

Note: The Name columns will be blank for reports submitted using the Technical Information Bulletin (TIB) format standard. The Social Security Administration no longer accepts TIB submissions.

TIP: Use the W-2 Sequence number to locate the Forms W-2 within your report.

W-2 Sequence Number	SSN	First Name	Middle Name	Last Name
1	000000000	HERBERT	W	MILLAY
2	000000000	HERBERT	W	MILLAY
3	000000000	HERBERT	W	MILLAY
4	000000000	HERBERT	W	MILLAY
5	000000000	HERBERT	W	MILLAY
6	000000000	HERBERT	W	MILLAY
7	000000000	HERBERT	W	MILLAY
8	000000000	HERBERT	W	MILLAY
9	000000000	HERBERT	W	MILLAY
10	000000000	HERBERT	W	MILLAY
11	000000000	HERBERT	W	MILLAY
12	000000000	HERBERT	W	MILLAY
13	000000000	HERBERT	W	MILLAY
14	000000000	HERBERT	W	MILLAY
15	000000000	HERBERT	W	MILLAY
16	000000000	HERBERT	W	MILLAY
17	000000000	HERBERT	W	MILLAY
18	000000000	HERBERT	W	MILLAY
19	000000000	HERBERT	W	MILLAY
20	000000000	HERBERT	W	MILLAY
21	000000000	HERBERT	W	MILLAY

Options

All Errors for Report

View All Errors for this Report.

Employer Report Detailed Information

Return to the Employer Report Detailed Information page.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

Social Security Administration

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STEP 16: Select the **All Errors for Report** button after reviewing the error information to return to the All Errors for Report page.